

<h1 style="text-align: center;">佐世保基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： <small>Announcement No.</small>	2-2004 (NEX-SA)
		募集締切日時： <small>Closing Date and Time</small>	30 Jan 04
		発行日： <small>Date of Issue</small>	26 Jan 04
1. 職種名 <small>Job title (等級 Grade <u>1-4</u> / 語学等級 LAD <u>2</u>)</small> Exchange Cashier, IHA-96 Acceptable Trainee level: N/A <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 <small>Administrative Blue Collar Trade Security Medical</small>		5. 募集範囲 <small>Area of Consideration</small> <input checked="" type="checkbox"/> 【部署/部隊】内従業員 <small>Current MLC/IHA Employee within Activity</small> <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) <small>Current MLC/IHA Employee in Commuting Distance</small> <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) <small>Current MLC/IHA Employee Japan Wide</small> <input checked="" type="checkbox"/> 外部 <small>Off Base Applicant</small>	
2. 採用人数 <small>Number Required :</small> One (1)			
3. 部隊名／勤務場所 <small>Activity/Working Place</small> Navy Exchange, Sasebo/Cash Cage			
4. 勤務時間 (週 <u>40</u> 時間制) <input checked="" type="checkbox"/> 規則 <input type="checkbox"/> 不規則 <input type="checkbox"/> 断続交替 <small>Work Schedule hrww Regular Irregular Intermittent</small> 勤務日 <small>Working Days</small> Monday – Friday 時間帯 <small>Working Hours</small> 0700-1530, 0900-1730 Recess (1130-1200, 1200-1230) <input type="checkbox"/> 夜勤有 <small>Night Shift</small> <input checked="" type="checkbox"/> 残業有 <small>Overtime</small> <input checked="" type="checkbox"/> 出張有 <small>Business Travel</small>		6. 雇用の種類 <small>Type of Employment</small> <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> 常用 <small>Permanent</small> <input type="checkbox"/> 限定 <small>Limited Term (__ ヵ月 Months)</small> <input type="checkbox"/> HPT (Hourly Pay Temporary) (__ ヵ月 Months)	
7. 職務内容 <small>Duties</small> Collects and issues money bags, cash funds and turn in bags from various cashier-checker/sales personnel, departments and/or location stores; receives counts and verifies monies received with daily cash report; maintains log record of movement of money bags and cash funds issued by bag number and receipt. Is responsible for all cash receipts turned in daily and obtains signature upon receipt. Prepares cover sheet by registers, amount and resister number with daily cash report and forwards to the Accounting Office. Receives local yen based rent, water, sewage, electric, gas or telephone bills and payment convert to the yen rate used on-base military facilities from patrons; forwards to Accounting Office for processing. Deposits cash receipts and makes change funds for cash resisters; maintains custody of Permanent Change Fund Receipts and Temporary Change Funds. Performs other related or incidental duties as assigned.			
8. 資格要件／身体条件 <small>Qualification / Physical Requirements</small> a. At least one year or clerical, technical, or administrative work experience in any field or completion of 4-years college/university in a related field. b. LAD-3 or equivalent is desirable. c. Experience of handling U.S. currency in related field is desirable. d. Ability to operate computer is desirable e. Ordinary driver's license is desirable <small>Handicapped applicants may be accepted, depending on the degree and kind of disability.</small>			
英語力 <small>English Language Proficiency :</small> <input type="checkbox"/> 必要なし <small>None</small> <input type="checkbox"/> 初級 <small>Basic</small> <input type="checkbox"/> 中級 <small>Intermediate</small> <input checked="" type="checkbox"/> 上級 <small>Advanced</small> <input type="checkbox"/> 特段の能力 <small>Exceptional</small>			
学歴 <small>Educational Background :</small> See item 8a.		免許証／修了証 <small>License/Certificate Required :</small> N/A	

提出するもの <small>Application and Associated Documents</small>		
<input checked="" type="checkbox"/> 求職者空席応募用紙 (<input checked="" type="checkbox"/> 英語 <small>English</small> <input type="checkbox"/> 日本語 <small>Japanese</small>) <small>Application Form for Vacancy Announcement</small> <input type="checkbox"/> 免許証／修了証／証明書の写し <small>Copy of License/Certificate</small> <input checked="" type="checkbox"/> 80円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (長形3号 (120x235mm)) <small>Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (応募用紙は返送されません。Submitted applications will not be returned.)</small> <input type="checkbox"/> LAD を持たない場合は、同等以上の英検、TOEFL、または TOEIC の証明書を提示すること (注 1) <small>Present the certificate of the equivalent or higher score of STEP/TOEFL/TOEIC if LAD has not been attained.</small>		
提出先 <small>Office to Submit</small> 〒857-0056 佐世保市平瀬町 米海軍佐世保基地民間人人事部雇用課 Hirase-cho, Sasebo City COMNAVFORJAPAN, HRO Sasebo Satellite Office MLC/IHA Employment Branch Off Base Applicants should apply at Hello Work (受付時間：Customer Service Hours: 0800-1600) 0956-24-6111 内線／Extension (3656)	問い合わせ先 <small>Contact Point for Job Inquiries</small> ・担当部署／担当者名 <small>Office</small> NEX オフィス／ 測/上 ・ Ms. Fuchinokami (内線) 252-2454 <small>Operator Extension</small>	事務処理欄 <small>For Official Use</small> PD No.: NEX-61 PD is accurate and current. Certified by Activity: yf HRO: 562A

(注1) LAD-1 は 英検4級/ TOEIC210点、LAD-2 は 英検3級/ TOEFL400点/ TOEIC300点、LAD-3 は 英検準2級/ TOEFL420点/ TOEIC420点
 LAD-4 は 英検準1級/ TOEFL520点/ TOEIC660点と同等とみる。